CASAS

DATE: MAY 31, 2002

TO: **ALL WIA 225 AND 231 AGENCIES**
ALL ADULT SCHOOLS
ALL EL CIVICS AGENCIES

END-OF-YEAR ACTIVITY REPORT FOR WIA 225/231 AGENCIES & ADULT SCHOOLS

Please send data to CASAS as soon as possible after the end of the program year.
Data Submission deadline is: AUGUST 15, 2002

Included below are instructions for submitting your 2001-2002 TOPSpro data to CASAS. Please remember to roll your data up to an agency level before starting the process below (do not send individual site data separately; see *Agency Rollup Instructions* at www.casas.org for further assistance). There are two parts to these instructions. The first is for all agencies. The second is only for WIA 225 and 231 agencies.

EL Civics agencies received separate fiscal year 2001-2002 end-of-year data submission instructions.

If you have any questions regarding the steps below, please contact CASAS technical support at (800) 255-1036.

Part 1:
1) Log in to aggregated TOPSpro installation. Go to Tools-Database-Import/Export…
2) Choose: "Export this system's data for use on another system" option, then click [Next] button.
3) Choose: "Export tables for import into another TOPSpro installation" option, then click [Next] button.
4) Select the correct date range for *Test Date, Entry Date,* and *Update Date*: "07/01/2001" to "06/30/2002."
5) Ensure that the correct *Agency* is selected.
6) Ensure that the *Site, Program,* and *Class* listing all say "All." If this is not the case, click on the appropriate box and press the "<<" button so that no site, program, or class appears in the right box, then click [OK] button.
7) Ensure that all "Tables to Export" are checked. If not, check all of them. Also, ensure that the "Include Incomplete Records" box is checked, then click the [Next] button.
8) Select the floppy icon (second from right with diskette in picture). It will supply you with the default export name of "ExportTOPS_*exportdate.*zip"
9) Click [Next].
10) A window appears showing you the items that will be exported.
11) Click [Finish].
12) A dialogue box will appear. Click [OK] button.
13) If more than one diskette is needed, a window will pop up and tell you. Click [OK] to clear this message. A message will appear that tells you to put the first of a multi-volume set in the floppy drive. Click [OK]. You will be prompted to insert the diskettes one at a time until the copying is completed. (Don't forget to number the floppies: x of n)
14) You will then receive a final confirmation message- "Export file successfully created and saved as…"
15) Click [OK] to complete the process.

Part 2:
1) Go to Reports-Benchmarks-California Benchmark Summary
2) Go to setup tab and ensure the following (see Figure 1):
   A) Date range for *Entry date* is "07/01/2001" to "06/30/2002"
   B) The *Agency* field has your agency listed
   C) The *Site* and *Class* fields both say "all."
3) Press the *Print Preview* button (piece of paper with magnifying glass).
4) Print the Benchmark Report and the Benchmark Totals report (press the printer icon button) and close.
5) Complete the Certification Letter for FY 2001-2002 and submit it with your Benchmark Report and data disk(s).

Make sure to write on the TOPSpro export disks the following information:

Agency FY 2001-2002 End-of-Year Data Submission
Agency Name/Site Name (if applicable)
Contact Name and phone number
Disk number _ of _

Send the TOPSpro export disk(s) and the California Benchmark Report to the following address:

CASAS
California 2001-2002 End-of-Year Data Submission
PO Box 80488
San Diego, CA 92138

Benchmark Report Illustrations

Figure 1 Setup Tab: